

# Supervisor of World Language and English-As-A-Second-Language, K-12

## JOB DESCRIPTION

### POSITION TITLE

Supervisor of World Language and English-As-A-Second-Language, K-12

### MINIMUM

New Jersey Supervisors Certificate; New Jersey Certificate as a teacher in one or more of the World Languages; Master's Degree required; Successful experiences in teaching of one or more of the World Languages; Curriculum development; Knowledge of current methodology, strategies and assessment procedures; Program assessment and staff development; Demonstrated ability to work effectively in the areas of program implementation; Strong leadership and communication skills; Required criminal history background check and proof of US citizenship or legal resident alien status.

### QUALIFICATIONS

### REPORTS TO JOB GOAL(S)

Assistant Superintendent for Curriculum and Instruction  
To effectively lead the Department of World Languages and English-As-A-Second-Language, K-12 in ensuring the development of appropriate student skills; To motivate department staff members; To ensure development of core curriculum content standards within the student body; To promote effective professional development of department staff members.

### JOB RESPONSIBILITY AND AUTHORITY

The primary responsibilities of the director are to lead staff in the development and implementation of instructional programs. As a teacher of teachers, the director will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. Primary responsibilities include the following:

### PRIMARY RESPONSIBILITIES

- 1.Implements the district's Model for Curriculum Development as it applies to the K-12 World Languages and English-As-A-Second-Language programs;
- 2.Directs the periodic monitoring of the K-12 World Languages and English-As-A-Second-Language according to the District's Program Assessment Model;
- 3.Develops, administers, and monitors, a budget to support the K-12 World Languages and English As-A-Second-Language programs in conjunction with building principals.
- 4.Oversees the selection, purchase, and inventory of all textbooks, teaching supplies, and equipment as well as repairs as appropriate for K-12 World Languages and English-As-A-Second Language program;
- 5.Plans professional development programs necessary for teachers to develop and implement the World Languages and English-As-A-Second Language programs;
- 6.Provides the professional development for building leaders necessary for them to become partners in supervising the K-12 World Languages and English-As-A-Second-Language programs;
- 7.Acts as the primary evaluator for all teachers of World Languages and English As-A-Second-Language in grades K-12;
- 8.Maintains effective relationships between the World Languages and English-As-A-Second-Language program areas, and with other professional and community groups;
- 9.Joins the building principals in recommending for employment and assignment all teachers and instructional aides K-12 World Languages and English-As-A-Second-Language;
- 10.Conducts all World Languages and English-As-A-Second-Language department meetings to effect the articulation of these programs;
- 11.Joins other district curriculum directors in providing instructional program leadership in the district;
- 12.Demonstrates a record of remaining current in developments in World Languages and English-As-A-Second-Language education instruction and learning, and reflects the ability to define the educational conditions under which these developments may improve district instructional practices;
- 13.Assists the Office of Human Resources in recruiting teachers of World Languages and English-As-A-Second-Language;
- 14.Responsible for integrating technology into teaching and learning in the content area;
- 15.Responsible for maintaining current related content on district website; and
- 16.Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

### **WORKING RELATIONSHIPS OF THE POSITION**

To maintain effective relationships with teachers, parents, students, administrators other directors and supervisors, and appropriate community groups.

### **TERMS OF EMPLOYMENT**

11 Months

Salary as per ASCA Agreement

